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 ©	PROJECT DESIGN GUIDES	A00.1
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PROJECT DESIGN GUIDE A00.1 'COMPETENCE STATEMENT AND ASSESSMENT'

Project Name: <i>Name</i>	Project No.: <i>Number</i>	Date: <i>Date</i>
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01		
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A – Action
I – Information

*DRAFT***The series of Design Management Guides currently includes:****CONTRACT**

PROJECT DESIGN GUIDE A00 'CONSULTANT APPOINTMENT STRATEGY AND CAM'

PROJECT DESIGN GUIDE A00.1 'COMPETENCE STATEMENT AND ASSESSMENT'

PROJECT DESIGN GUIDE A01 'SCHEDULE OF SERVICES (SOS)'

PROJECT DESIGN GUIDE A02 'DESIGN RESPONSIBILITY MATRIX (DRM)'

PROJECT DESIGN GUIDE A03 'DESIGN PROGRAMME & DELIVERABLES'

PROJECT DESIGN GUIDE A04 'DESIGN REVIEW & AUTHORITY PLAN'

PROJECT DESIGN GUIDE A05 'PROJECT QUALITY PLAN (PQP)'

PROJECT DESIGN GUIDE A06 'CONTRACT SCHEDULES & DESIGN PROCESSES'

DEVELOPMENT & DELIVERY

PROJECT DESIGN GUIDE D01 'DESIGN DASHBOARD'

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PROJECT DESIGN GUIDE D04 'DOCUMENT PROTOCOLS'

PROJECT DESIGN GUIDE D05 *spare / BIM*

PROJECT DESIGN GUIDE D06 'RFI PROCEDURES'

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PROJECT DESIGN GUIDE D08 'QUALITY CONFORMANCE'

PROJECT DESIGN GUIDE D09 *spare*PROJECT DESIGN GUIDE D10 *spare***LEAD**

PROJECT DESIGN GUIDE L01 'DESIGN MANAGEMENT AUDIT'

PROJECT DESIGN GUIDE L02 'CONSULTANT PERFORMANCE REVIEW & TREND'

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1.0 Introduction

The **Design Competency Questionnaire (DCQ)** (refer to Appendix A) is only to be seen as a tool that aids the assessment of any Designer to be employed in respect of their competency.

Further steps may be necessary in order to evidence the assessment of Designers, which may include:

- Review of track record of delivery specific to the work sector and location of proposed schemes;
- Design office visits / Design Audits;
- Consultants KPI score.

The DCQ alone cannot provide the evidence necessary to demonstrate the Designers ability to act in accordance with the obligations of a designer under the Regulations.

A definition of competence can include the Designers ability to demonstrate their:

- Core capability;
- Experience;
- Training;
- Resource.

In reviewing the information provided by the Designer in the DCQ it will be necessary to evidence factors relating to each of the criteria above. Therefore the Contractor will need to consider the document in light of these headings:

2.0 Core Capability

What lies at the core or heart of the business providing the design?

Fundamentally if the contractor is seeking Architectural services - is the business an Architectural based practice. This may seem trite but less so if the Contractor is seeking services such as Acoustics or Fire Strategy.

Secondly if the Contractor is designing a school or hospital is the Designer suitably experienced in architecturally designing a school or hospital of similar size, nature, value and complexity. This is key and the Contractor needs to see that completed works of a similar size, nature, value and complexity are being referenced. The Contractor needs also to ensure that the role carried out on such projects is appropriate e.g. consultants may act sometimes in a client advisory role or third party checking role.

3.0 Experience

Is there sufficient depth of experience and expertise for the type of scheme under consideration?

In addition to the experience noted above the Contractor should also investigate the consultant's broader ability to cope with complexity in the design, commensurate value projects, physical size and configuration of the scheme, its location, their familiarity with procurement route etc, as well as experience related Grade 2 listed or heritage work for example.

4.0 Training (and qualification)

Are staff suitably assessed and developed to meet the scheme's requirements?

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It is important that the practice under consideration provides evidence of a robust approach towards training. This is important to ensure that their staff are fully informed of current best practice in health and safety, technology, design, innovation, process etc.

BAA use the acronym SQEP in relation to this, which stands for Suitably Qualified and Experienced Personnel. This means that in order to deliver appropriate designs personnel need to be equipped with the necessary qualifications and experience and undergo Continuous Professional Development as part of their ongoing training.

A suitable indicator to illustrate some level of commitment in this area would be through Investors in People accreditation or high level of achievement in sectors such as Air, Nuclear or Rail industries.

Resource

Is there sufficient resource in terms of staff, systems, and controls to enable the planning and monitoring of work?

Without an appropriate number of designers, technicians, support staff and suitable project leadership it is impossible to provide a design that will meet our requirements and expectations. It is therefore necessary to consider the amount of physical effort required to deliver a scheme and relate this to the rate of output in order to achieve planned progress. This will also need to take into account the procurement programme as well as construction delivery dates and any proposed design programme proposals.

In order to evidence the assessment it is proposed that the template included in the Appendix B, be adopted and signed off.

5.0 Managing this document

Appendix A of this document is to be issued and checked for all consultants. As long as DCQ has been completed correctly, there is no need for an update.

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Appendix A - Designers Competence Questionnaire



1. GENERAL COMPANY INFORMATION

1.1. Full name of company

1.2. Registered Address

1.3. Registration number:.....

1.4. VAT number:.....

1.5. Name and address of ultimate parent company

1.6. Subsidiary and associate companies in UK (name, address, relationship)

1.7. Subsidiary and associate companies overseas (name, address, relationship)

1.8. Company Turnover (£ sterling), overall/group, by Division or other split

1.9. Value of [Sate Sector/Type of Project] work completed in last five years £ GBP

Split between works for:

- Contractors
- Authorities
- Funders

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2. PEOPLE

2.1. Please provide proposed management structure for these Project(s) including leadership, technical and support roles, and provide CVs for key personnel.

2.2. Staff numbers and split

Category and level of personnel	Overall Number employed general	Overall Number employed [Sector/ Project Type] experienced	Number employed [Sector/ Project Type] experienced in [Location]
Director / Senior Management			
Design staff (Architect / Engineer)			
Technical staff other including draughting			
Administration / Support			
Level of agency / outsourcing - other			

Discipline	Overall Number employed general	Overall Number employed [Sector/ Project Type] experienced	Number employed [Sector/ Project Type] experienced in [Location]
Lead Consultant			
Architect			
Structural / Civil			
Building Services			
Planning			
Landscape Architecture			
Environmental (inc BREEAM)			
Acoustics			
Fire Strategy			
Approved Inspector / B Control			
Commissioning Engineering			
Other relevant			

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2.3. Contact details for key personnel

Name / Position:	E-Mail:	Telephone / Fax No:

2.4. Details of the practice and individual affiliations with professional bodies and research institutions.

3. EXPERIENCE

3.1. Details of up to 4 UK projects your organisation has carried out with the Contractor which reflect your organisation’s capabilities in **[Sector/ Project Type]** Projects.

	Project 1	Project 2	Project 3	Project 4
Project Title				
Customer				
Principal Contractor				
Contact for Reference				
Tel No				
Nature of Commission				
Project Value				
Fee Value				

3.2. Details of up to 4 UK projects for other Contractors, Authorities and/or Funders which reflect your organisation’s capabilities **[Sector/ Project Type]** Projects.

	Project 1	Project 2	Project 3	Project 4

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Project Title				
Customer				
Principal Contractor				
Contact for Reference				
Tel No				
Nature of Commission/Type of service				
Project Value				
Fee Value				

- 3.3. Describe how you manage your teams to proactively work with other project stakeholders (Contractor, End Customer, Suppliers, Other Designers) to improve design coordination and deliver better results (include 2 examples)

Expand if necessary

4. PROCESSES AND SYSTEMS

- 4.1. Describe in bullet format your internal design approval process

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4.2. Describe in bullet format how designs from external sources including subcontractors are checked and approved in your organisation

4.3. List briefly the arrangements made and protocols adopted by your organisation for the delivery of BIM which supports:

<ul style="list-style-type: none"> • Design Coordination and Clash Detection • Scheduling / Quantity Take off • Geometric Take-off • Construction Planning 	<ul style="list-style-type: none"> • Standardisation of design • Off Site Manufacture • Taking lessons learned from previous projects along with current best practice
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(BIM - Building Information Modelling - a model-based technology linked with a database of project information)

4.4. Please describe your experience and approach to adopting and designing modern methods of construction including offsite manufacturing and designing for Manufacture and Assembly

5. HEALTH, SAFETY and ENVIRONMENTAL

5.1. Please provide a copy of your company H&S policy statement

5.2. Please provide details for the person(s) responsible for arrangements for H&S within your practice and include a copy of their CV(s)

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5.3. What steps are undertaken by your practice to assess the competence of your staff to carry out their designated role? Your answer should include reference to your practice’s approach to CPD, training plan and training records

5.4. Advise what arrangements are made by your practice for compliance with CDM Regulations 2007, and in particular regulation 7, 11, 12, 18(1) and 18(2)

5.5. Provide an example of your practice’s design risk assessment

5.6. Please provide a copy of your practice’s sustainability statement

5.7. Please provide a copy of your practice’s Waste Management Strategy, and Carbon Management Strategy.

6. ASSURANCE

6.1 Do you have a documented Quality Assurance / Management, H&S Management or Environmental Management System? If No please go to question 6.7	Provide detail of all registrations as appropriate (Add other comment - applies to all below)
6.2 Are these systems Third Party certified? If Yes, by which Authority, e.g. BSI, Lloyds? If No, please go to question 6.6 or 6.7	Yes / No *
6.3 What standard does your system conform to? E.g. BS EN ISO 9001, 14001, 18001 PLEASE PROVIDE COPY OF CERTIFICATE OF REGISTRATION	
6.4 What services are covered by the above registration?	
6.5 Does your registration cover all of your premises? If No, please attach a list of those premises which are not covered by the certificate	Yes / No *

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6.6 If you have a QMS in place but it has not been formally certified to 9001 do you intend to pursue this, and if so when do you anticipate achieving certification.	Yes / No *
6.7 If you have stated under 6.1 that you do not have a formal QMS system can you please clarify if you have formal Quality controls in place. If Yes please provide a brief explanation of these	Yes / No *
6.8 If 'No' to 6.1, do you have quality controls but no formalised / documented Quality Management System?	Yes / No *
6.9 Are records of audits available for inspection?	Yes / No *
6.10 Please provide contact details for the accountable person in your organisation in respect of the above.	

7. INSURANCES, GUARANTEES & WARRANTIES

7.1 Employer's Liability Insurance

Insurer:	
Policy No:	
Expiry Date:	
Level of cover:	

7.2 Public Liability Insurance

Insurer:	
Policy No:	
Expiry Date:	
Level of cover:	

7.3 Professional Indemnity Insurance

Insurance:	
Insurer:	
Policy No:	
Expiry Date:	
Level of cover:	

7.4 Parent Company Guarantee

Would your Parent Company be prepared to enter into an agreement guaranteeing your company's performance?	Yes / No *
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7.5 Performance Bond

Is your practice able to offer a Performance Bond provided by a financial house?	Yes / No *
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If Yes, please state the amount normally available	£
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7.6 Other form of Guarantee

Is your practice able to offer any other form of Performance Guarantee?	Yes / No *
If Yes, please describe	

DECLARATION

I hereby confirm, as an authorised company representative, that the information provided in this questionnaire and attached documents are true and accurate.

Signed:

Position:
(Partner / Director of Company)

Print Name:

Date:

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Appendix B - The Balanced Score Card and Score Sheet
(To be published in due course)